

Hartford Central School District

Harassment, Intimidation, or Bullying Complaint Form

A student, parent or guardian, or staff member may file a complaint of harassment, intimidation, or bullying pursuant to DASA regulations and school policy. This report must be completed to file a complaint relating to an incident of alleged bullying (which encompasses bullying, intimidation, harassment, and/or discrimination) and turned in to the District DASA Coordinator.

____ Written report - Created by: _____

____ Oral report - Received/Written by: _____

Date Filed: _____ Complainant's Name: _____

Indicate the appropriate response to the following with a check mark(s):

You are a: ____ student ____ parent ____ employee ____ other _____

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets if necessary. Attach any evidence of harassment or bullying (i.e. letters, photos, provide cell phone texts, facebook messaging/wall print outs, etc.):

Location and time of the incident: _____

Name(s) of witnesses: _____

Have you reported this to anyone else? ____ No ____ Yes If so, who: _____

Is this the first time this has happened? ____ Yes ____ No
If No, how many times has this happened before: _____

Please add any other information about previous incidents or threats:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

_____, Signature of Complainant _____ Date

Date Received: _____

____ Unsubstantiated Report (No Action Taken)

____ Substantiated Report (Action Taken)

FOR OFFICE USE ONLY

Date of investigation: _____

Investigating administrator: _____

Action: _____ Informal resolution (student-student)

_____ Formal resolution

_____ Other: _____

Outcome:

Follow-up/other related information:

Date Received: _____

_____ Unsubstantiated Report (No Action Taken)

_____ Substantiated Report (Action Taken)